



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

**FISCAL YEAR 2014
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #12**

TO: Child and Adult Care Food Program Institutions

FROM: Kyle L. Guerrant, Director
Office of School Support Services

DATE: March 28, 2014

SUBJECT: New CACFP On-Line Trainings

The Michigan Department of Education's Child and Adult Care Food Program (CACFP) will now be offering trainings through Learnport at Michigan Virtual University (MVU). Completing CACFP trainings through Learnport will enable participants to print a certificate at the completion of the training. CACFP trainings are creditable to meet some Department of Human Services annual training requirements.

To access the new on-line trainings, visit www.michigan.gov/cacfp. Within the Training box, click on the On-line Trainings/PowerPoints link.

For new Learnport users, view the MVU Quick Start Guide. This guide will assist in setting up a new account and logging in to Learnport for the first time. Thereafter, click directly on the link for Recordkeeping trainings. Additional CACFP on-line trainings will be added to the Learnport site in the future.

All new applicants to CACFP will be required to complete Recordkeeping Training Modules I, II, and III and submit the course certificates before the application for participation can be approved. A pre-approval visit will also be performed for all new applicants.

If you have any questions regarding this memorandum, contact the Child and Adult Care Food Program office at 517-373-7391.

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT
DANIEL VARNER – SECRETARY • RICHARD ZEILE – TREASURER
MICHELLE FECTEAU – NASBE DELEGATE • LUPE RAMOS-MONTIGNY
KATHLEEN N. STRAUS • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324